

Clerical and Office Branch
Typist and Secretarial Group
Secretary Series

SECRETARY I

09/91

Summary

Under general supervision, performs secretarial and clerical duties; performs related duties as assigned.

Typical Duties

Types memoranda, correspondence, reports and related documents from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence; compiles data and information and prepares reports.

Receives, refers visitors and phone calls and provides requested information or refers to appropriate person; answers questions pertaining to departmental policies and procedures; responds to complaints or refers them to supervisor; takes and relays messages and information; distributes and assists the public in filling out applications, licenses and permits; receives, sorts and distributes incoming mail; maintains files and records.

Arranges time and place and takes minutes of board, committee and staff meetings; prepares, posts and distributes agenda and related materials; schedules appointments for supervisor and departmental staff; arranges travel itineraries for departmental staff; prepares and maintains records of departmental personnel; maintains time reports and prepares departmental payroll; prepares requisitions for supplies, equipment and maintains inventory; maintains petty cash fund; receives payments for goods or services, as assigned; coordinates clerical activities; operates office equipment such as typewriter, word processing and computerized input and retrieval systems; as assigned, maintains budget accounts.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. supplemented by training, and three years of progressively responsible clerical experience, including one year performing stenographic or secretarial duties; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; good knowledge of English, spelling and punctuation; good knowledge of the use and care of office equipment; some knowledge of the methods and techniques of public contact.

Ability to type at fifty (50) words per minute; ability to tactfully and courteously respond to public inquiries and provide requested information; ability to make sound decisions; ability to develop, establish and maintain filing systems; ability to independently plan and complete assigned work without close supervision; ability to compile and organize information; ability to perform arithmetic calculations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing.

Skill in the use and care of office equipment.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head